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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Bureau of Agricultural and Industrial Chemistry  
Washington 25, D. C.

December 28, 1948

BUREAU MEMORANDUM 410

Manuscript Approval Procedure

TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES, BUREAU DIVISION HEADS,  
AND OFFICERS IN CHARGE OF FIELD STATIONS

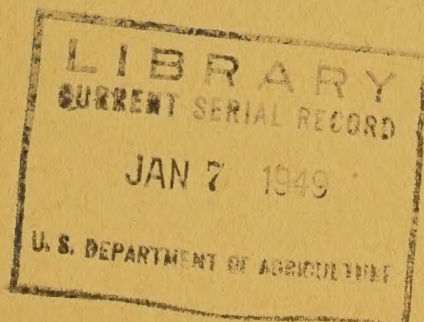
Effective January 1, 1949, the procedure outlined in the attachment to this memorandum will be observed in the preparation, review, and approval of Bureau manuscripts for official presentation and for official or private publication. This memorandum supersedes Bureau Memorandum 401 and all previous memoranda on this subject.

In accepting authority for the approval of manuscripts the Directors of the Regional Research Laboratories must bear in mind that they are acting for the Chief of the Bureau. They must see that the manuscripts approved by them contain accurate information on the Bureau's research which should be disseminated to the public. The Directors must satisfy themselves before approving a manuscript that there is nothing in it that would, when presented or published, embarrass the Bureau or the Department. They must see that Department Regulations are complied with and otherwise handle the delegated authority so as to insure the production of the highest type of manuscripts from both a scientific and editorial standpoint.

*G. E. Hilbert*

G. E. Hilbert  
Chief of Bureau

Attachment









PREPARATION, REVIEW, AND APPROVAL OF MANUSCRIPTS FOR  
PUBLICATION, PRESENTATION OR PROCESSING

The Regional Laboratory Directors are authorized to approve manuscripts (with certain exceptions to be designated) emanating from Bureau units within their respective regions. The Bureau units located at Beltsville, Md., and Washington, D. C., designated herein as the Washington area, will submit their manuscripts directly to an Assistant Chief of Bureau (Geo. W. Irving, Jr.) for approval. In order to obtain uniformity in the handling of manuscripts throughout the Bureau, the five groups of Bureau units (in four Laboratory regions and Washington area) will proceed in a similar manner with respect to initial review and exchange of copies of manuscripts for further review or comment, etc. The following procedure applies to the preparation, review, and approval of manuscripts for publication, presentation, or processing. Wherever the term "regional director" is used, the units in the Washington area are to understand that an Assistant Chief of Bureau is meant in their cases.

OFFICIAL MANUSCRIPTS

A. For Publication

1. Preparation by author and initial review within Division: The head and section leaders of the Division in which the manuscript originates will assume responsibility for the preparation and initial review of the manuscript with respect to factual accuracy and policy. The Division Head will review carefully each manuscript and decide whether the subject matter is developed to a point sufficient to justify publication. He will assure himself that the subject is properly covered and clearly presented and that in research reports the volume, presentation, and interpretation of facts or data meet the highest standards and the specific requirements of the journal or other medium in which the manuscript is to be published. The Division Head should also bear in mind the impact of publication on patents pending or to be filed.
2. Technical review: The manuscript will be submitted to the appropriate regional director who will arrange for technical review within his region or area and also outside of that region or area by one (or more) scientist(s) believed to be qualified for evaluating the material presented in the manuscript. Submission of manuscripts for review and all subsequent correspondence will be through the Regional Directors involved, using the prescribed review form (Sample attached). If a person selected to review a manuscript is absent or finds it impossible for any reason to make the review requested, another scientist in the same region or area will be designated as a substitute reviewer by the director of that region. The director of the region responsible for the manuscript may select qualified reviewers outside of the Bureau if he so desires.



In addition, the director will be responsible for submitting (through the Office of Chief) the manuscript for review to other Bureaus or agencies of the Department whenever the work of such Bureau or agencies is sufficiently close to that presented in the manuscript to make their criticisms and suggestions of value.

Reviewers will give particular attention to the technical aspects of the manuscript, although they may suggest changes to improve its clarity. Their comments and suggestions will be returned within two weeks to the source of the manuscript, using the prescribed review form. All material under review will be considered as confidential. The reviewer's comments should be divided into two categories:

- (a) Major constructive criticisms, which require consideration by the author
- (b) Optional comments, which would be in the nature of suggestions or minor criticisms and would not necessarily involve revision of the manuscript by the author.

The author must consider the major criticisms made by the reviewer concerning the technical aspects of the manuscript, and if possible revise the manuscript to the satisfaction of both author and reviewer. If agreement cannot be reached, it will be the responsibility of the Director of the Laboratory in which the manuscript originated to make the decision. In such cases a copy of the complete file relating to review and revision of the manuscript will accompany the approved manuscript that is sent to the Chief of the Bureau.

- 3. Editorial review: The technically reviewed and revised manuscript will be submitted to the appropriate regional editor, or, in the case of manuscripts originating in the Washington area, to the Head of the Bureau's Information Division, who will edit the manuscript and review it carefully for clarity and conformance with the style of the journal or other medium in which the manuscript is to be published.
- 4. Approval for publication: When the manuscript has been technically and editorially reviewed and revised and is, in the opinion of the director of the originating Laboratory, ready for publication, it will be approved by him and submitted to the prospective publisher, provided it does not fall within one of the following categories:
  - (a) Manuscripts for publication in Department Series.
  - (b) Manuscripts covering work done under the Bankhead-Jones Act.
  - (c) Manuscripts having a joint author (whether junior or senior) in Federal agencies outside of this Bureau.



- (d) Manuscripts involving questions of policy which the regional director concerned feels should be considered by the Chief of Bureau.

In the case of a manuscript falling within one of the above categories, approval by the Chief of Bureau is required. An original and two carbon copies of such a manuscript will be submitted, together with a file of all correspondence, to the Chief of Bureau with the request that it be approved for publication in a designated journal or other medium. Such a request will give the number and title of the research line project or projects under which the work was conducted and be accompanied by an abstract of the manuscript for the Bureau records. In the case of a manuscript for outside publication the original copy of the approved manuscript will be returned to the source with an identifying number stamped thereon. The director will submit the manuscript for publication.

In the case of manuscripts approved in the field for outside publication or processing, the regional director will supply to the Bureau's Information Division before publication:

1. Two copies of the manuscript as submitted for publication,
2. Two copies of the prescribed Bureau transmittal form (Sample attached) which will provide information concerning publication medium and the number and title of the line project or projects under which the work covered by the manuscript was conducted, and
3. One copy of an abstract of the manuscript.

A Bureau publication number will be assigned to the approved manuscript by the Information Division and be supplied to the issuing Laboratory for its records on one copy of the previously filled-in transmittal form. At the time the manuscript is submitted for publication, a copy of the approved manuscript will be supplied by the director of the issuing Laboratory to each of the other regional directors for his information. Such manuscript may be returned or filed.

Immediately after publication of a manuscript the senior author (with respect to authors in this Bureau) shall fill in and send to the Information Division, through the regional director, a Record of Publication (Sample attached). In the case of anonymous publications, the Record of Publication form shall be filled in by the head of the responsible unit.

B. For Presentation

1. For presentation only: These manuscripts will be written in a manner suitable for oral presentation. They will be reviewed



with respect to factual accuracy and policy as prescribed under sections A-1 and A-2. Editorial review is not required. This procedure is for manuscripts of scientific talks which report specifically on the results of the Bureau's research. When the subject matter is general or popular in nature, such as for talks to be given before clubs and similar organizations, the manuscript need not be reviewed outside of the laboratory for factual accuracy unless it discusses the work of other laboratories. The regional director is authorized to approve papers for presentation except those falling in categories (a) to (d) enumerated under section A-4 which will be submitted to the Chief of the Bureau for approval in the manner prescribed under section A-4. Copies of manuscripts approved by the Directors of the Regional Laboratories will be supplied, before presentation, to the Bureau's Information Division as prescribed in section A-4, and simultaneously informational copies will also be supplied to the other regional laboratories.

A paper once approved for presentation may be presented again without additional approval, but it will be the responsibility of the Regional Laboratory Director to report promptly (prior to presentation if possible) the date, occasion, and place of each additional presentation to the Information Division so that proper record can be made.

All copies of manuscripts approved for presentation only must be marked "Not for Publication; Approved for Presentation Only" as soon as approval for presentation is granted. Approval for "presentation only" indicates that the author has no authority to grant permission to publish.

2. For presentation when abstracts are required: Abstracts required by program chairmen will be handled as prescribed under Section A, except that technical review will not be required.

The Bureau publication number assigned to the abstract in Washington will be retained for the complete manuscript for presentation, preprinting, processing, or publication.

3. For presentation when preprinting is required: Whenever preprinting of the manuscript is required by the organization before which the paper is to be presented, it will be prepared, reviewed, edited, and approved in the manner prescribed under section A. All copies of manuscripts approved for presentation and preprinting shall be marked "Not for Publication, Approved for Preprinting and Presentation Only."
4. For presentation by radio or television: Manuscripts for talks by radio or television require no technical review, but should be edited. Talks for presentation over local stations will be approved by the regional director. Those for presentation over



networks will be approved by the Chief of Bureau. A copy of the proposed script for any broadcasting program should be submitted to the Information Division. Whenever possible this should be done before presentation.

C. For Presentation and Publication

Since in the majority of cases requests for approval of scientific manuscripts are ultimately for both presentation and publication, whenever it is possible to do so authors should request approval for publication as well as for presentation of such manuscripts following the procedure under A-4.

Press stories relating to a paper to be presented or published may be prepared by the Regional Laboratories, the Bureau's Information Division, the Department's press service, or newspaper reporters, but must not be published before the time of presentation or publication of the paper. Copies of proposed press releases prepared by the Regional Laboratories are to be supplied to the Bureau's Information Division prior to release date. Copies of proposed press release prepared by the Information Division or submitted to it for clearance will be supplied to the appropriate Regional Laboratory for review before clearance. In urgent cases, clearance may be obtained by telephone.

D. AIC Publications and CA (Correspondence Aid) Lists

Manuscripts not intended for publication in permanent form, such as preliminary instructions for the application of new or modified processes, descriptions of processing equipment, articles reviewing, condensing, or simplifying information given in technical publications of the Bureau, papers and addresses discussing activities or accomplishments of the Bureau in general or certain phases of the Bureau's work, and a list of publications with or without abstracts, are to be published in processed form under AIC numbers. Manuscripts bearing AIC numbers, like outside publications, are classed as Bureau publications and hence should be prepared, technically and editorially reviewed, and submitted for approval, numbering, and filing as prescribed under Section A. Two hundred copies of the processed publication are to be sent to the Bureau's Information Division.

CA (Correspondence Aid) numbers will be assigned to processed lists of various kinds intended to be helpful to the public or the trade by giving sources of information, formulas, materials, equipment, services, etc., relating to the preservation or industrial processing of agricultural commodities, their products, or byproducts. CA lists are not classed as Bureau publications and are not to be distributed to libraries for cataloging. Such lists must be nondiscriminatory and must contain statements disclaiming recommendation or endorsement by the Department when proprietary products and names of manufacturers or firms are listed. A CA list will be edited and submitted to the appropriate regional director for his approval before it is issued. Two copies, together with two copies of the prescribed Bureau transmittal form, will be sent to the Bureau's Information Division for



assignment of a CA number. Copies of the material as finally processed will be supplied to the Directors of the other regional laboratories for their information. One hundred copies are to be sent to the Bureau's Information Division.

All revisions of or supplements to existing AIC publications and CA lists will be approved in accordance with the procedure outlined above before they are issued. When supplies of AIC publications or CA lists are exhausted and preparation of new supplies is necessary, such new supplies should be marked "Reissued - Date."

#### E. Private Manuscripts

The Bureau does not object to its employees doing private writing on subjects in which they are interested provided the time and energy required for this outside activity does not interfere with their official duties and the person requesting this permission is recognized as a Bureau authority on the subject. This work, however, must be done in accordance with Department regulations (Title 3: Chap. 4 Sect. 2, Par. 234 and Chap. 8, Sections 1 and 2. Also Title 8, Chap. 55, Section 2, Par. 2010); that is, it must be done outside official hours, must not involve the use of Government material or official time of other personnel, and must not report on unpublished results of the Bureau.

Members of the Bureau staff desiring to write or edit articles, books, chapters for books, book reviews, etc. for private publication where remuneration is involved will first request permission from the Chief of the Bureau through the Laboratory Director to do such work, the extent of remuneration being indicated. This permission should be obtained before any commitment is made. Where no remuneration is involved, the request for permission to do the work will be handled by the laboratory director, who will inform the Office of Chief of Bureau as to the action taken.

When a manuscript intended for private publication has been prepared in final form, two copies (except in cases where the Bureau employee has functioned solely as editor) will be submitted to the Laboratory director for his consideration and permission to submit to the publishers. In granting permission to publish the material, the director should satisfy himself that the manuscript submitted complies with the requirements stipulated in this section. When this has been done, the director will submit one copy of the manuscript to the Information Division for the Bureau's official files.



MANUSCRIPT REVIEW FORM

To be used in requesting reviews and  
in returning reviews to the authors

(Date) \_\_\_\_\_

\_\_\_\_\_ Regional Research Laboratory

The following manuscript is submitted for review in your laboratory,  
preferably by (Name of scientist) \_\_\_\_\_, or by another  
qualified scientist:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(s) \_\_\_\_\_

Director ( RRL)

(Date) \_\_\_\_\_

The manuscript indicated above was reviewed by (name of scientist) \_\_\_\_\_  
of this laboratory. The reviewer's comments are indicated below:

- ☐ 1. The manuscript is satisfactory in its present form.
- ☐ 2. The manuscript is not satisfactory in its present form  
and should be revised in accordance with the attached  
major criticisms.
- ☐ 3. Additional comments are offered for consideration in the  
belief that their adoption which is optional would  
improve the paper.

(s) \_\_\_\_\_

Director ( RRL)







MANUSCRIPT TRANSMITTAL FORM

To be used in transmitting approved manuscripts to  
Washington for assignment of numbers and return of  
number assigned to the Regional Laboratory

Regional Research Laboratory

(Date) \_\_\_\_\_

The following manuscript  
abstract

(Title and author)

was approved on \_\_\_\_\_ (Date) \_\_\_\_\_ publication  
for presentation  
in \_\_\_\_\_ (Journal, AIC publication, CA List, preprint booklet, or other)  
at \_\_\_\_\_ (Place, organization, date)

This work was conducted under project (s)

Number (s): \_\_\_\_\_

Title (s) : \_\_\_\_\_

REMARKS:

(s) \_\_\_\_\_

Director

Bureau Number: \_\_\_\_\_

Date assigned: \_\_\_\_\_

By: \_\_\_\_\_







## RECORD OF PUBLICATION

To be filled in by author (or senior author of a joint publication) immediately after publication is issued and to be forwarded to the Information Division of the Bureau in Washington. Issuance of anonymous publications in printed or processed form is to be reported by the head of the responsible unit.

Serial number

OP \_\_\_\_\_  
AIC \_\_\_\_\_  
CA \_\_\_\_\_  
Dept. Series \_\_\_\_\_  
Other Designation \_\_\_\_\_

Laboratory \_\_\_\_\_  
Division \_\_\_\_\_  
Date \_\_\_\_\_

Author (or authors) \_\_\_\_\_  
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Title \_\_\_\_\_  
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Subtitle \_\_\_\_\_  
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Publication medium \_\_\_\_\_  
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Series \_\_\_\_\_ Vol. \_\_\_\_\_ No. \_\_\_\_\_ Pages \_\_\_\_\_

Date of Publication \_\_\_\_\_  
\_\_\_\_\_

Reported by: \_\_\_\_\_



